

Create a TryMosaic Workplace Passport



Build a Workplace Passport by describing your role, conditions or differences, workplace barriers and adjustments that may help.

i Before you start

- Think about what makes work harder and what would improve it.
- You can save, review and edit the Passport before sharing it.

Important

Saving a Passport does not share it. Sharing is a separate action that you control.

Open your organisation's TryMosaic deployment using the link supplied by your employer. The screens may use your organisation's colours or logo.

- 1 Open 'Workplace Passport' and select the option to create a new Passport.

Your Workplace Passports

Create, manage, and share the support that helps you work well

[Create New](#)

[Upload Report](#)

[Manage Links](#)

Your Passports

TITLE	CREATED	LAST UPDATED	STATUS
	2026-07-29	2026-07-29	PRIVATE

- 2 Give the Passport a clear title so you can distinguish it from other Passports later.

Create New Workplace Passport

Passport Title

e.g., My Work Adjustments 2025

Give your passport a memorable name that you can easily identify.

Cancel

Create Passport

Manage Links

Your Passports

TITLE	CREATED	LAST UPDATED	STATUS
	2026-07-29	2026-07-29	PRIVATE

- 3 Add relevant conditions or differences. Only include information you are comfortable recording.

TryMosaic Guide Example 2026-07-31

Update Title

Add a health condition or disability

Add custom X

Search conditions

Search by keyword (e.g., 'ADHD', 'anxiety', 'dyslexia')...

Condition or disability

Choose

How does this affect me at work?

Describe how this affects you at work...

This helps your manager or HR understand how your condition or disability affects your work, and what reasonable adjustments might help.

Cancel Save

Back to Passports

Track Adjustments Export

4 Add the workplace barriers you experience and describe their practical effect.

Add a Barrier at Work

Add custom X

Search barriers

Search (e.g., 'noise', 'lighting', 'meetings')...

Filter by category

AllEnergy & pacingEnvironment & sensory loadGetting work doneMeetings & communicationPhysical comfort & accessTools & systems

Energy & pacing

☐ Back-to-back meetings without breaks leave me depleted

☐ I don't have enough time to complete tasks to a good standard

☐ I struggle to attend medical or therapy appointments due to work

☐ Last-minute schedule changes are very difficult for me to cope with

☐ Rigid fixed hours don't match my energy patterns or personal needs

Environment & sensory load

☐ Background noise reduces the effectiveness of my hearing aids

☐ Background office noise makes it hard for me to concentrate

0 selected

Why is this a barrier for you at work? (optional)

Describe the impact this has on your ability to work...

- 5 Review TryMosaic's suggested adjustments and add the relevant ones.

✓ 1 barrier added! We've suggested some adjustments.



Edit Workplace Passport

Share Passport

Export ▾

Passport Details

Passport Title

TryMosaic Guide Example 2026-07-31

Update Title

Barriers at Work

Health Conditions & Impact

Recommended Adjustments 3

Workplace Adjustments

Communication Preferences

6 Add a manual adjustment if the support you need is not listed.

Add Workplace Adjustment

Search Adjustments

Search by keyword (e.g., 'lighting', 'breaks', 'quiet')...

Try searching for: lighting, breaks, quiet, focus, meetings, etc.

Filter by Category

All

Accessibility Support

Communication

Emergency & Safety

Management Support

Medical Accommodation

Mental Health & Wellness

Physical Environment

Privacy & Disclosure

Sensory Needs

Social Support

Task Organization

Tools & Technology

Work Schedule

Workplace Culture & Awareness

Workplace Structure

Adjustment

Choose an adjustment, or create a custom one

Additional Notes

Add any specific details about this adjustment...

- 7 Review the full draft, edit anything that is unclear, then save the Passport.

✓ Workplace passport created successfully!



Edit Workplace Passport

Share Passport

Export ▾

Passport Details

Passport Title

TryMosaic Guide Example 2026-07-31

Update Title

Barriers at Work

Health Conditions & Impact

Workplace Adjustments

Communication Preferences

My Health Conditions & Their Impact

i Check your result

Open the saved Passport and confirm its title, conditions, barriers and adjustments all appear as intended.

! If something looks wrong

Stop before submitting or sharing. Recheck the selected Passport, recipient and entered information. If the problem remains, take a screenshot that excludes sensitive information and contact your TryMosaic administrator.

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